

Commonwealth of Virginia
Agency Travel Card
Employee Agreement

I, _____, acknowledge receipt of a GE MasterCard Agency Travel Card. As a Cardholder, I agree to comply with the following terms and conditions regarding my use of the Card.

1. I understand that I am being entrusted with a valuable tool to purchase travel related items and will be making financial commitments on behalf of myself and will strive to obtain the best value for the agency.
2. I understand that my agency is liable to GE MasterCard for all authorized charges made on the Card.
3. I agree to use this Card for official state business travel only and agree not to charge personal purchases. I understand that my agency will review the use of this Card and the related management reports and take appropriate action on any discrepancies.
4. I will follow the established procedures for the use of the Card. Failure to do so may result in either revocation of my privileges or other disciplinary actions, including termination of employment.
5. I agree to return the Card immediately upon request or upon termination of employment (including retirement). Should there be any organizational change that causes my cost center to likewise change, I also agree to return my Card and arrange for a new one, if appropriate.
6. If the Card is lost or stolen, I agree to notify the Travel Program Administrator and GE MasterCard immediately.

Employee Signature/Date

Agency and Cost Center

Supervisor's Signature

Date

Program Administrator's Signature

Date